

**CONNECTICUT STATE COLLEGES & UNIVERSITIES  
BOARD OF REGENTS FOR HIGHER EDUCATION  
JOB OPPORTUNITY  
September 10, 2014**

**BOR Director of Capital Projects**

Open To: The Public  
Location: 39 Woodland Street, Hartford, CT  
Hours: Full-Time, 40 hours/week  
Compensation: MC41 (\$96,534 – 113,568 *based on experience & training*)  
**Closing Date: October 14, 2014-Revised**

The Connecticut State College and University System (CSCU) invites candidates who have a comprehensive background and record of success in the development and implementation of a capital construction program to consider this challenging opportunity located at the System's Central Office. This position, reporting to the Vice President for Facilities, Real Estate and Infrastructure Planning plays a key role in the development and implementation of the capital program as well as coordinates the oversight and development of college and university Master Plans to support the development of facility programs, establish long term goals and future funding requests for the 17 Connecticut State Colleges and Universities. The system has an annual program budget of \$200 million.

In addition to supporting the 17 institutions, this position prepares reports for and periodically reports to the Board of Regents on the status of the capital program.

**REPRESENTATIVE ESSENTIAL DUTIES INCLUDE:**

1. Develop system-wide capital budgets for general obligation bond and CHEFA bond financed capital projects. This includes such actions as reviewing or assisting in compiling all project initiation requests submitted for bond funds to confirm inclusion in the capital program and that project scope meets the requirements for capitalization; prepare and submit all construction/acquisition project forms as required by the Department of Construction Services and the Office of Policy and Management for the funding of capital projects from bond authorizations; review and recommend approval for all contract scope and budgets and coordinate with others as applicable.
2. Serve as a resource for the capital programs and projects to include development & oversight of college and university master plans; conduct review and make recommendations for action regarding capital project requests to ensure project scopes align with budget and guidelines; ensure that the planning and design phases of capital projects remain consistent with project requirements and adhere to established time schedules. Involvement, on a project by project basis, may include overseeing feasibility studies, programming reviews, design phase project oversight, technical specification reviews as well as facilitation or attendance of monthly meetings at each college/university for management level project oversight and coordination.
3. Provide guidance to DCS, CSCU project coordinators and consultants on the capital projects program requirements, policy and mitigation measures for environmental impacts; oversight for the CSCU for the

preparation and coordination of DCS Environmental Impact Evaluations (EIE), easements, leases, and acquisitions as required; and serve as the primary liaison to various regulatory agencies including the DCS, Department of Administrative Services (DAS), and Office of the State Building Inspector (OSBI).

4. Provide guidance to CSCU on administrative matters regarding capital projects including the preparation and submittal of complex reports to include drafting Staff Reports and Board Resolutions for review and approval by the Board of Regents for facilities-related actions as proposed by a System institution, DCS, DAS, a Campus Master Plan committee or other regulatory State agency; report on project activities in the completion and submittal of semi-annual report to the legislature on the status of projects and programs; compiling energy consumption data (natural gas & electricity) and collaborating with OPM for OPM's reverse energy auctions. The position may direct the work of support staff.

#### **QUALIFICATIONS:**

Demonstrated ability to effectively and consistently plan and manage complex projects, programs and processes within a team environment. Extensive knowledge of capital budget planning, bond fund applications, land planning, facility development from programming to project closeout, organizational skills, auditing, and reporting. Demonstrated ability to manage and direct the work of professional staff, contractors and support staff. Thorough working knowledge of Microsoft Word and Excel is required. Professional licensure as an engineer or architect is required.

These skills and abilities are normally acquired through a combination of experience and training which includes a Bachelor's degree in architecture, engineering or other similar construction related degree that supports the planning, development and implementation of a higher education facility infrastructure improvement program together with related experience in this field of work totaling not less than seven years.

#### **APPLICATION PROCEDURE**

Applications must be submitted electronically to [jobs@ct.edu](mailto:jobs@ct.edu) and must be received no later than **October 14, 2014**.

Please reference "**Search #14-023**" on the subject line of all emails.

**Please submit the following two (2) attachments with your email:**

(1) BOR Employment Application (available at: <http://www.ct.edu/hr/employment>) **AND**

(2) Cover letter, resume, and contact information for three professional references in a single Word or PDF file.

Incomplete or late application packages received after the deadline may be discarded.

**Refer to [www.ct.edu](http://www.ct.edu) for more information about the CSCU and our 17 institutions.**

#### **Notice of Nondiscrimination:**

The Board of Regents for Higher Education does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, transgender status, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Laurie Dunn, Interim Director of Human Resources, 61 Woodland Street, Hartford, CT 06105, 860-723-0253 or by email at [dunnl@ct.edu](mailto:dunnl@ct.edu).

*The Board of Regents for Higher Education is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.*